



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

REVISED 3/19/14

POSITION TITLE: Government Representative 2 (Unclassified)
(Legal Specialist)

ISSUE DATE: March 19, 2014
CLOSING DATE: April 18, 2014
SALARY RANGE: \$75,000 - \$80,000

LOCATION: Trenton, New Jersey
Division of Food and Nutrition

ANNOUNCEMENT NUMBER: 2-14
POSITION NUMBER: 933207

POSITION DESCRIPTION

Under the direction of the Director, Division of Food and Nutrition, Department of Agriculture, performs confidential legislative, legal, and policy-influencing research of federal and state laws, rules and regulations; performs investigations of facts; prepares contracts and documents used in procurement, appeals, and other legal purposes; does related work.

REQUIREMENTS

EDUCATION:

Graduation from an accredited law school with Juris Doctorate (JD) or Bachelor of Laws (L.L.B.) degree.

NOTE: Rule 1:20-20(a) prohibits attorneys that have been disbarred, resigned with prejudice, transferred to disability- inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the state of New Jersey.

EXPERIENCE

A minimum of three (3) years of full-time experience as a legal assistant in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters; this experience must include procurement, preparing various legal documents, formal legal opinions, and conducting legal research.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, resume, completed State of NJ Application for Employment and college transcripts by the closing date to: Candice Donoho, Personnel Assistant 2, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625. The State of New Jersey Application for Employment is located at:
<http://www.state.nj.us/agriculture/pdf/employmentapp.pdf>.

Linda A. Krajain, Manager, Human Resources